

Senior Database Administrator

Group: Systems Technology

FUNCTION OF THE JOB

Under direction, to design, implement, and maintain countywide computer databases, and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Maintains and ensures the overall performance and availability of the County's computer databases.
2. Installs, customizes, upgrades, and migrates databases and database software tools.
3. Plans, designs, configures, tests, and modifies the physical structure of the databases to ensure efficient and accurate storage and retrieval of data.
4. Working with the Principal Database Administrator, analyzes, evaluates, and resolves problems with the databases and database software tools.
5. Establishes, maintains and implements database backup and recovery procedures.
6. Provides technical assistance and support to other information technology staff on database design, application design methodologies, system resources, application tuning and response times.
7. Designs, and develops specifications for future database requirements including enhancements, upgrades, and capacity projections; evaluates alternatives; and makes appropriate recommendations.
8. Administers data base security, and controls and monitors user access to database information.
9. Prepares and maintains detailed documentation such as database configuration and content, security and user authorizations, problem resolution, data base size and usage reports, and other standards and procedures.
10. Researches and evaluates new releases and products; analyzes the impact on existing systems.
11. Establishes and maintains effective working relationships with employees at all levels of the County, staff, and vendors.
12. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Considerable knowledge of the principles of relational data base design and operation.
2. Considerable knowledge of the use of data base application development tools.
3. Considerable knowledge of the principles, practices and techniques of application design and development.
4. Considerable knowledge of vendor support centers for resolving problems.
5. Ability to analyze, follow through, and resolve complex problems.
6. Ability to plan and organize projects and workload.
7. Ability to research and evaluate information and make appropriate recommendations.
8. Ability to prepare and maintain detailed and accurate records and reports.
9. Ability to communicate effectively, both orally and in writing.
10. Ability to establish and maintain effective working relationships

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Page 2

Training and Experience

1. High school graduation or GED equivalent
2. Four (4) years of progressively responsible work experience in use of relational database concepts as a developer and/or database administrator

OR

3. Post high school education from a recognized technical school, college or university in computer science, management information systems or a related area may be submitted for part of the work experience requirement as follows
 - A. Associate's Degree and three (3) years of work experience.
 - B. Bachelor's Degree and two (2) years of experience.
 - C. Master's Degree and one (1) year of experience.